

# AASIS SUPPORT CENTER TRAINING GUIDE

## PBAS Reporting Annual Operations Plan

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# Budget Planning Periods

## Biennial

2005 - 07 = July 1, 2005 - June 30, 2007

2007 - 09 = July 1, 2007 - June 30, 2009

## Annual

FY05 = July 1, 2004 - June 30, 2005

FY06 = July 1, 2005 - June 30, 2006

FY07 = July 1, 2006 - June 30, 2007

Base Level for 2007-2009

Retracted for Annual Planning

The State has 2 budget-planning periods:

**BIENNIAL – 2 year period with fiscal years that begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>**

**ANNUAL – 1 year period that begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>**

This annual budget being prepared in PBAS is for FY06

The first biennial budget prepared in PBAS was for 2005-2007

Agencies will begin preparing of the FY06 Annual Operations Plan (AOP) in April, 2005 and complete it in May, 2005.

PBAS will reflect the final actions of the 85<sup>th</sup> General Assembly for the 2005-07 biennium and it will be used by the agencies when they prepare AOP for FY06 and FY07.

# Annual Planning Versions

**Version 0A** = Current Plan; initial “extraction” of data from the HR/FI/CO modules of AASIS. Used by DFA to verify data, apply cost of living increase and update rates for fringe benefits

**Version 1A** = Agency Distributed Plan; Annual Operations Plan at the lowest level

- » Includes cost of living increase
- » Career service payments
- » Changes made by agencies
- » Agencies use this version only

**Version 2A** = DFA (Office of Budget & Accounting) review of Annual Operations Plan submitted by agencies

**Version 3A** = Final Plan

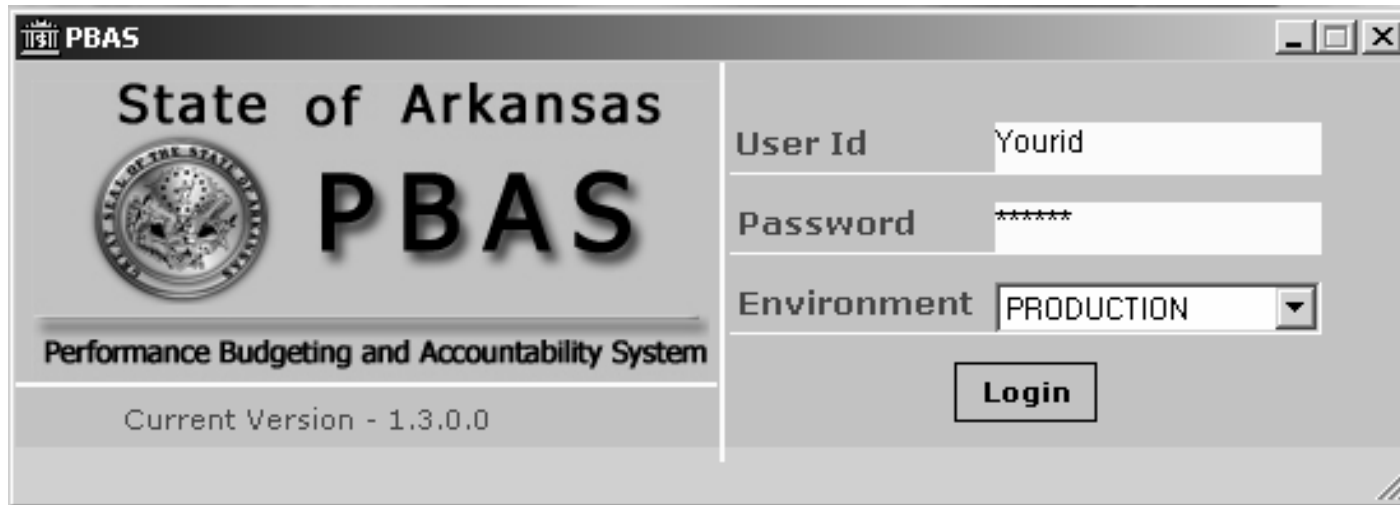
- » Retracted to controlling and project systems module of AASIS


# Accessing the PBAS System

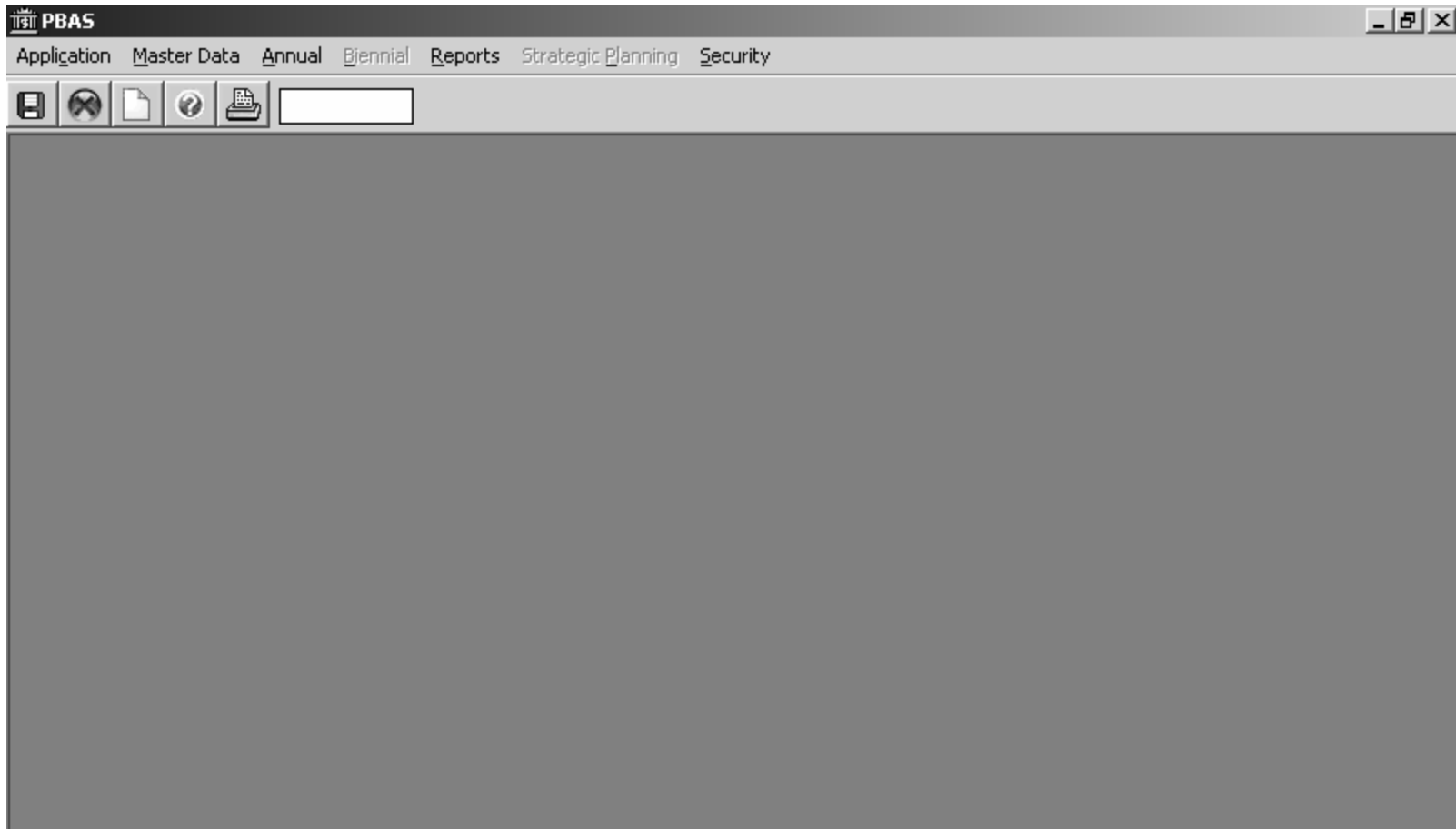
From your desktop, double-click the PBAS icon.



When the logon screen appears, enter your user name and password. Click Login.

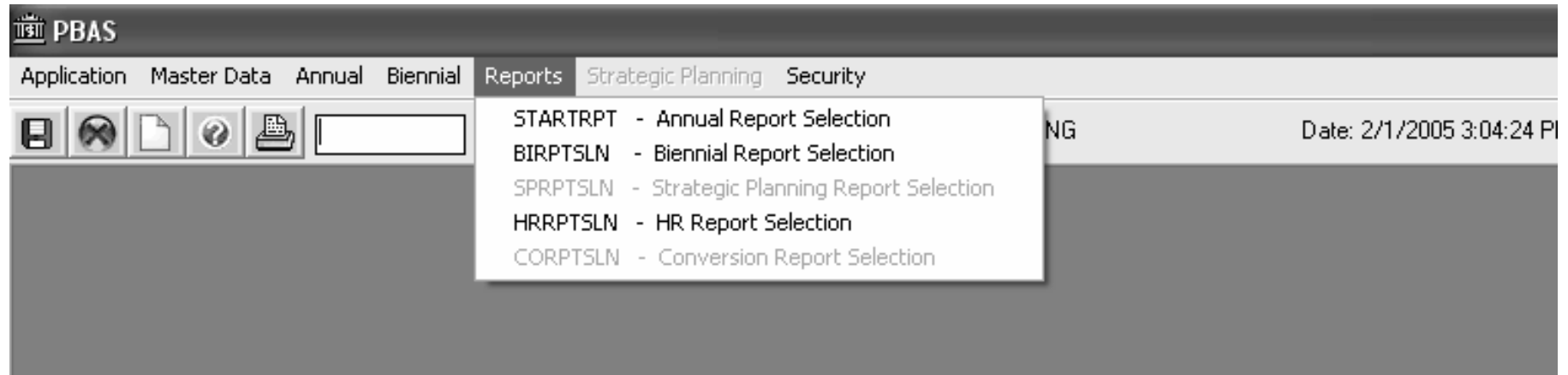


<b>State of Arkansas</b>  <b>PBAS</b> Performance Budgeting and Accountability System Current Version - 1.3.0.0		User Id Yourid
		Password *****
		Environment PRODUCTION
		<b>Login</b>



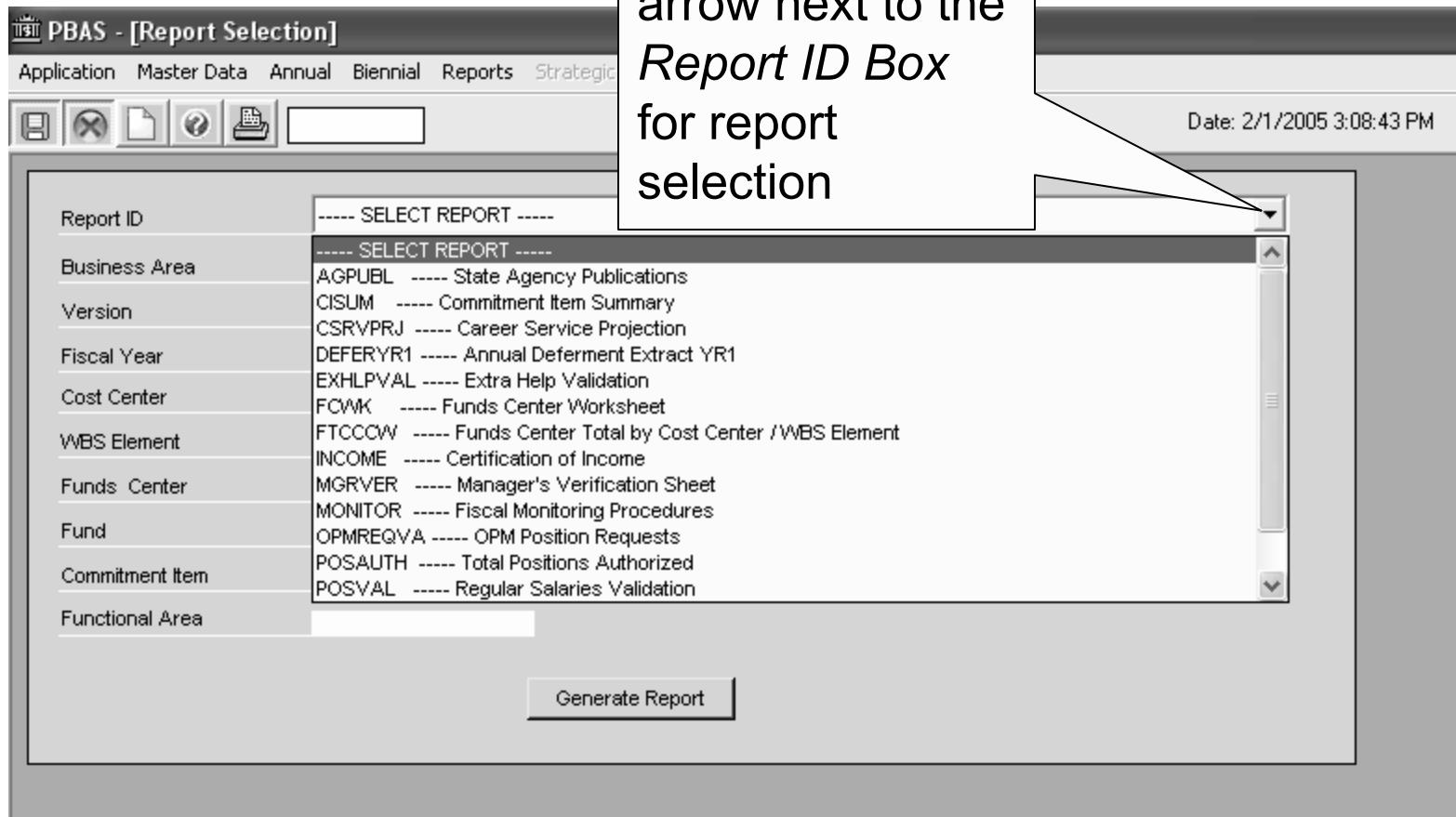
The PBAS Menu is displayed.





Click on Reports and select *STARTRPT* to view reports for the *Annual Operations Plan*.





Access to reports is limited by security. If you don't have access to a report, it will be grayed out on this menu.

# Report Selection Screen

Report ID: QTRVMK - Quarterly Worksheet

Business Area: [Redacted] !

Version: [Redacted] !

Fiscal Year: [Redacted] !

Cost Center: [Redacted] To: [Redacted] !

WBS Element: [Redacted] To: [Redacted] !


Funds Center: [Redacted] To: [Redacted] !

Fund: [Redacted] To: [Redacted] !

Commitment Item: [Redacted] To: [Redacted]

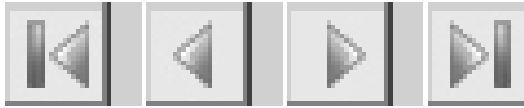
Functional Area: [Redacted]

Generate Report

For all reports, Business Area, Version, and Fiscal Year are required fields. The system will return an error  if any of these fields are not completed or completed with data not found in the system.

Business Area is a Required Field

# PBAS Reporting Icons



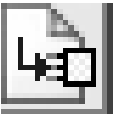
PAGE FORWARD/ BACK/ END



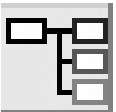
Go to Page #



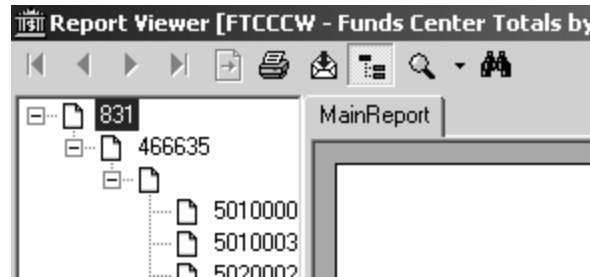
PRINT



EXPORT TO FILE



TOGGLE  
GROUP  
TREE



ZOOM



SEARCH TEXT

# Navigation

Click the page forward / back / first page / last page icons to move around in a report.



MainReport

**ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYS**  
Annual Quarterly Worksheet

Fiscal Year   
 Business Area Title DEPT OF EMERGENCY MANAGEMENT  
 Business Area Code 0995  
 Funds Center Title State Oprs  
 Funds Center Code 219  
 Commitment Item Title Regular Salaries  
 Commitment Item Code 5010000  
 Version 1A

Fund Center		Commitment Item		Total
219	State Oprs	5010000	Regular Salaries	219,884.00

Fund	Fund Title	1st Qtr Allotment	2nd Qtr Allotment	3rd Qtr Allotment
HUA4050	Mobile Emer Cmnd Ctr	219,884.00	0.00	0.00
<b>Grand Total</b>		<b>219,884.00</b>	<b>0.00</b>	<b>0.00</b>

**Report Viewer [FTCCCW - Funds Center Totals by Cost Center / WBS Element]**

MainReport

**56**

A10

- 353340
- 353341
- 353342
- 353343
- 353344
- 353350
- 353351
- 353352
- 353353
- 353354
- 353355
- 353356
- 353357
- 353358
- 353370
- 353371
- 353372

**ARKANSAS PERFORMANCE BUDGETING & ACCOUNTING**  
Annual Funds Center Total by Cost Center

Fiscal Year: 2007  
Business Area Code: 0513  
Business Area Title: SCHOOL FOR THE DEAF  
Funds Center Code: 56  
Funds Center Title:  
Version: 1A

Cost Center / WBS Element	Commitment Item	Cost Element	Jul	Aug	Sep	Oct	Nov	Dec
353201	5020002	5040001000 Electricity	100	0	0	0	0	
		5040005000 Rent of Facilit	10,084	0	0	0	0	
		5050001000 02 Mileage	123	0	0	0	0	
		5050003000 02 Meals & Lodg	1,999	0	0	0	0	
		5070003000 02 Conference Tr	45	0	0	0	0	

Click the toggle group tree icon to open a sidebar to enable the selection of a particular part of the report. An item marked with + contains additional selections. The page with the item selected on the sidebar will be displayed on the report on the right side of the screen.

Report Viewer [FTCCCW - Funds Center Totals by Cost Center / WBS Element]

Click on the search text icon to search for text in the report.

**ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SY**  
**Annual Funds Center Total by Cost Center/WBS Element**

Fiscal Year: 2007  
 Business Area Code: 0420  
 Business Area Title: AR G  
 Funds Center Code: 166  
 Funds Center Title: Geol  
 Version: 1A

**Find What:**

Search Text: vehicle insur

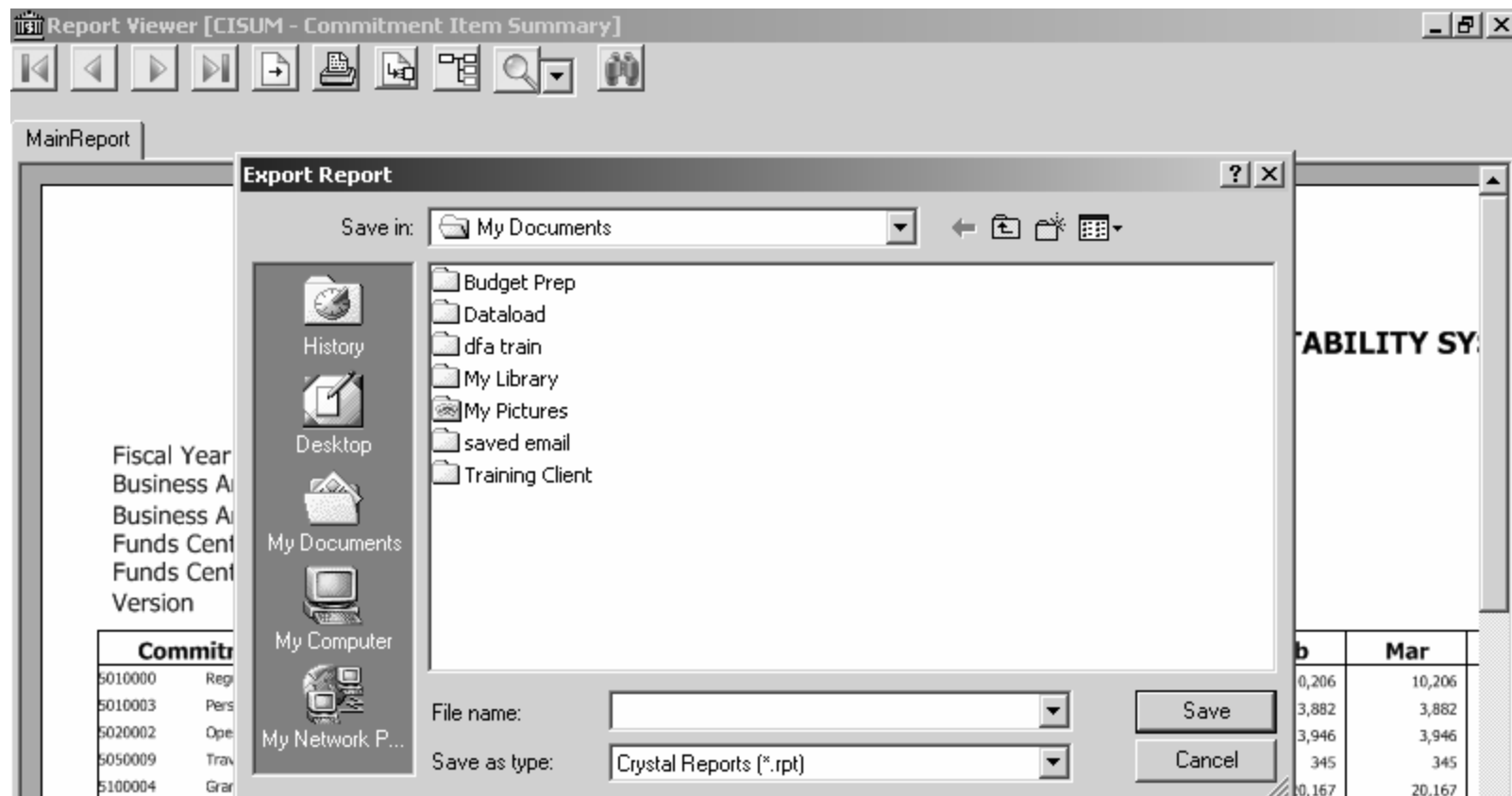
OK  
Cancel

Cost Center / WBS Element	Commitment Item	Commitment							Dec	Jan	Feb
324201	5020002	5020003000 Telecomm Wirele	220	220	220	220	220	220	220	220	220
		5030012000 02 - Vehicle Ma	133	133	133	133	133	133	133	133	133
		5040001000 Electricity	83	83	83	83	83	83	83	83	83
		5040005000 Rent of Facilit	840	840	840	840	840	840	840	840	840
		5050001000 02 Mileage	86	86	86	86	86	86	86	86	86
		5050003000 02 Meals & Lodg	33	33	33	33	33	33	33	33	33
		5070002000 Vehicle Insuran	166	166	166	166	166	166	166	166	166
		5070003000 Bld Contents In	3	3	3	3	3	3	3	3	3

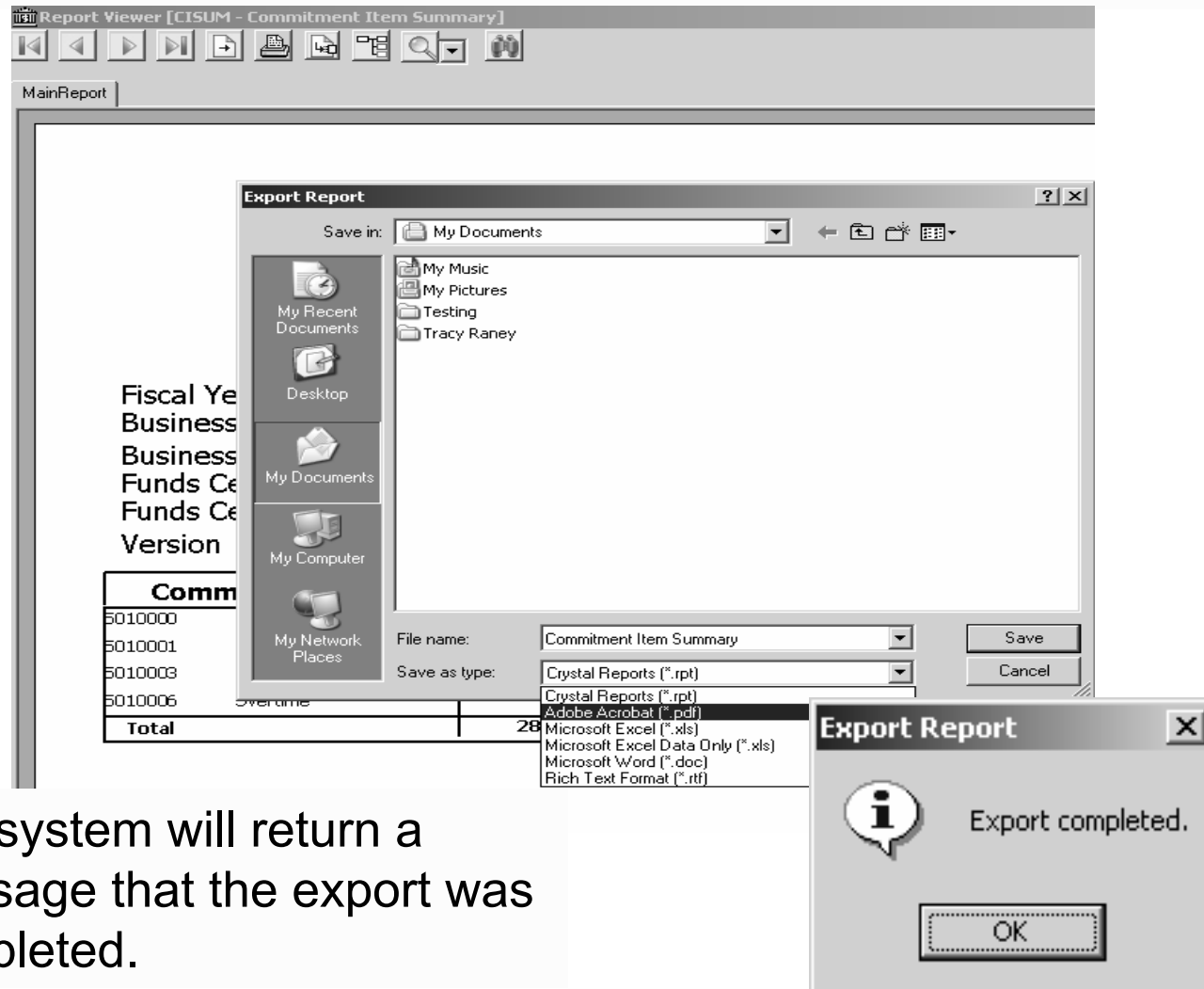
The page that contains the text will be displayed and the text will be outlined in red.

# Exporting to a file

Click on the save to file icon  to export the report to a file.



Choose a location for the file to be saved and select file type from the drop down list. Click the Save button.



The system will return a message that the export was completed.



# Exiting the Reports

**Report Viewer [QTRWK - Quarterly Worksheet]**

MainReport

**ARKANSAS PERFORMANCE RESPONSIBILITY SYSTEM**

Fiscal Year: 2007  
 Business Area Title: DEPT OF EMERGENCY MANA  
 Business Area Code: 0995  
 Funds Center Title: State Oprs  
 Funds Center Code: 219  
 Commitment Item Title: Regular Salaries  
 Commitment Item Code: 5010000  
 Version: 1A

To exit a report and return to the report selection screen, close the Report Viewer window.

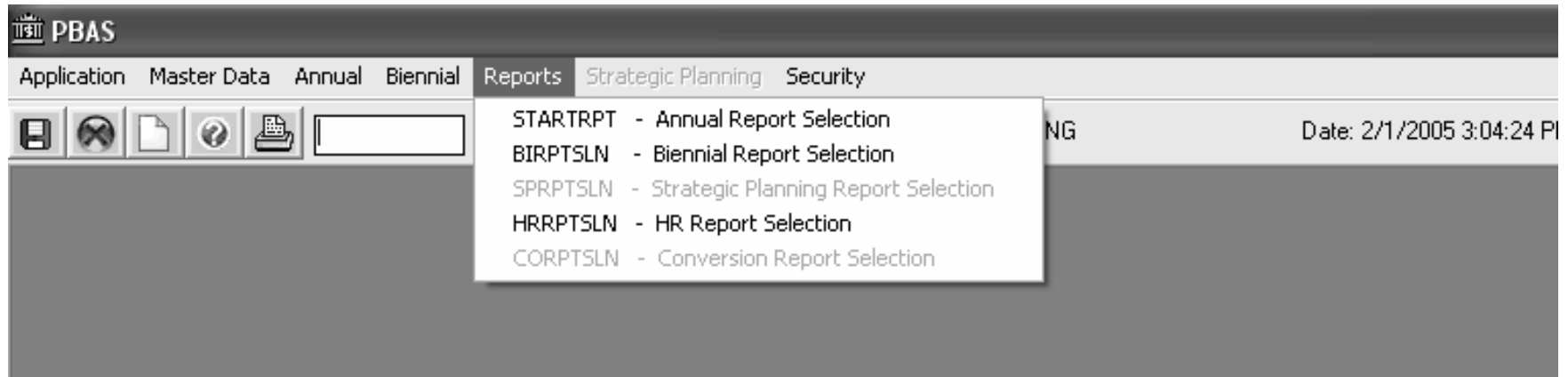
Fund Center		Commitment Item		Total
219	State Oprs	5010000	Regular Salaries	219,884.00

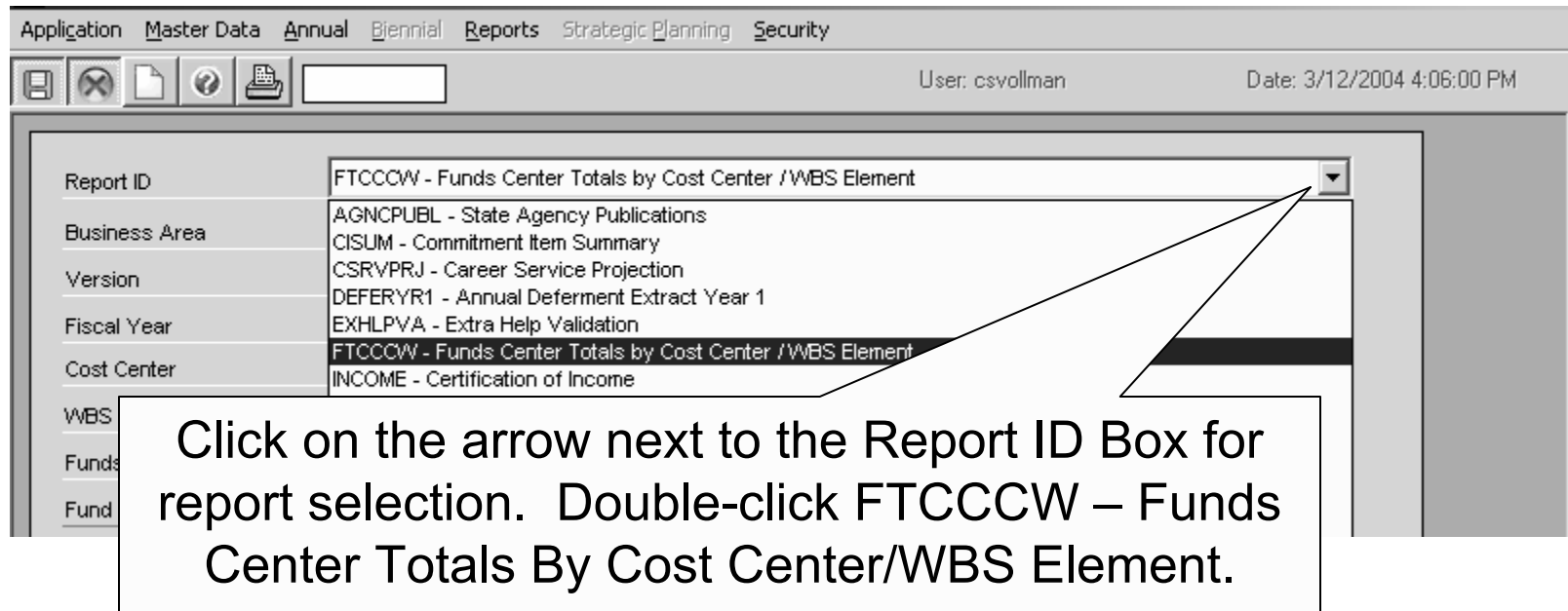
Fund	Fund Title	1st Qtrr Allotment	2nd Qtrr Allotment	3rd Qtrr Allotment
HUA4050	Mobile Emer Cmnd Ctr	219,884.00	0.00	0.00
<b>Grand Total</b>		<b>219,884.00</b>	<b>0.00</b>	<b>0.00</b>

# Funds Center Totals by Cost Center/ WBS Element

The Funds Center Totals by Cost Center/WBS Element report is the most detailed report for the Annual Operations Plan. The Annual Operations Plan for each cost center or WBS element is listed by cost element.



Click on Reports and select STARTRPT



Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman Date: 3/12/2004 4:03:14 PM

Report ID FTCCOW - Funds Center Totals by Cost Center / WBS Element

Business Area 0420

Version 1a

Fiscal Year 2007

Cost Center To

WBS Element To

Funds Center To

Fund To

Commitment Item To

Functional Area

Generate Report

Enter your business area, version 1A, and the fiscal year. Optional fields are the cost center or WBS element, funds center, fund and commitment item. After the desired selections have been made, click Generate Report.

**Report Viewer [FTCCCW - Funds Center Totals by Cost Center / WBS Element]**

MainReport

**ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SY**  
**Annual Funds Center Total by Cost Center/WBS Element**

Fiscal Year: 2007  
 Business Area Code: 0420  
 Business Area Title: AR GEOLOGICAL COMM  
 Funds Center Code: 873  
 Funds Center Title: Museum-Treas Pay  
 Version: 1A

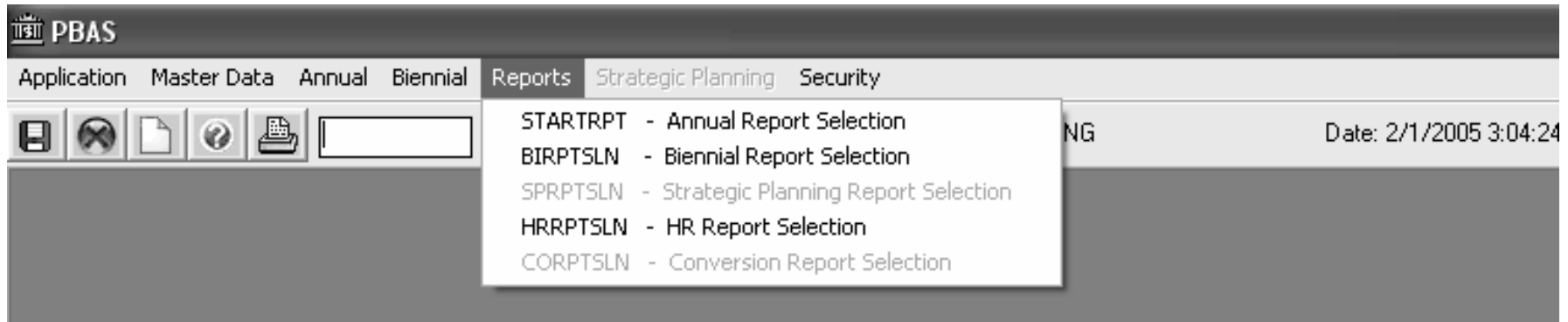
Cost Center / WBS Element	Commitment Item	Cost Element	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
324361	502002	5020001000 Postage	675	0	0	0	0	0	0	0
		5020002000 Telecommunicat	3,310	0	0	0	0	0	0	0
		5020003000 Telecommunicat	249	0	0	0	0	0	0	0
		5020004000 Network Service	1,000	0	0	0	0	0	0	0
		5040001000 Electricity	100	0	0	0	0	0	0	0
		5040005000 Rent of Facilit	10,084	0	0	0	0	0	0	0
		5050001000 02 - Mileage	123	0	0	0	0	0	0	0
		5050003000 02 - Meals & Lo	1,999	0	0	0	0	0	0	0
		5070003000 Building & Cont	46	0	0	0	0	0	0	0
		5090006000 Office Supplies	1,948	0	0	0	0	0	0	0
		5090007000 Educational Sup	100	0	0	0	0	0	0	0

Zoom Factor: 100%

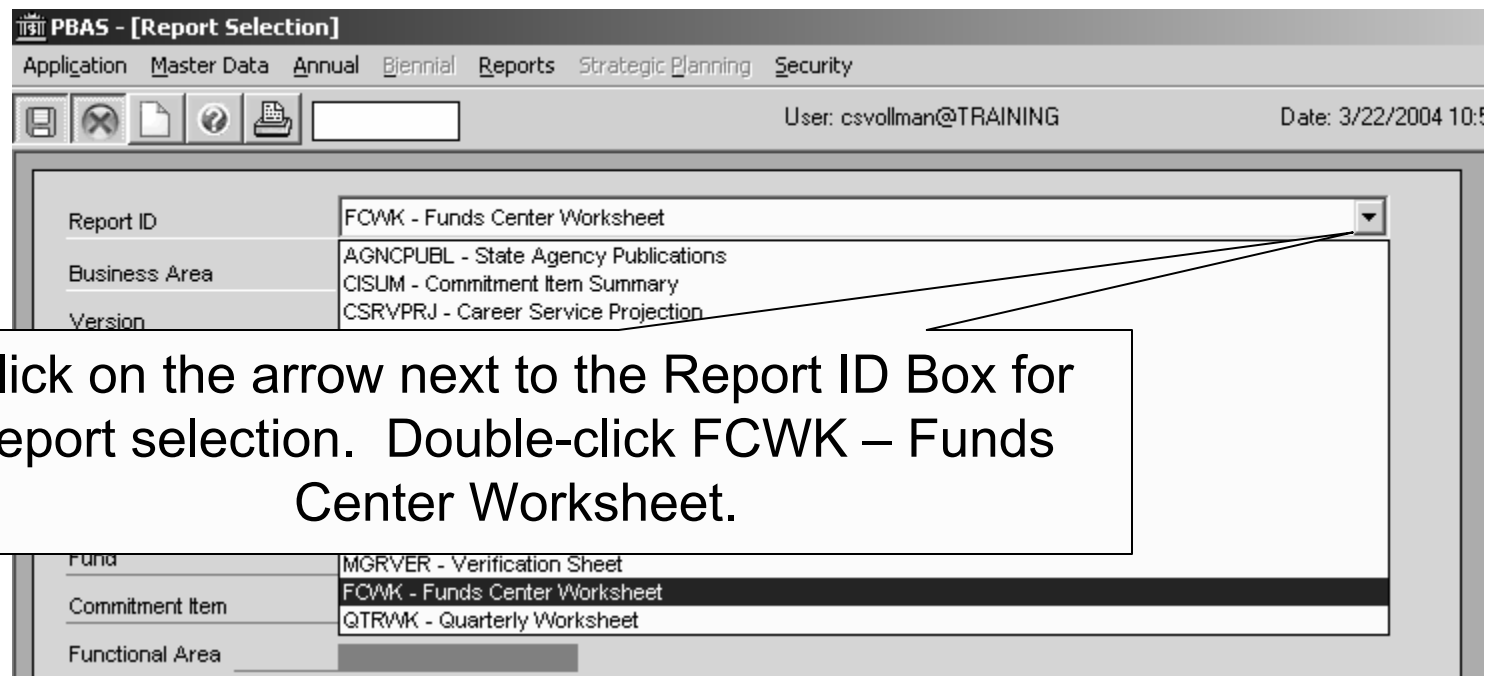
The report is displayed.

# Funds Center Worksheet

The Funds Center Worksheet report displays authorized amounts, blocked amounts and planned amounts by quarter (authorized minus blocked). The planned amount will initially be listed in the first quarter.



Click on Reports and select STARTRPT



**PBAS - [Report Selection]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 4/5/2004 11:03:20 AM

Report ID FCWK - Funds Center Worksheet

Business Area 0610

Version 1a

Fiscal Year 2007

Cost Center To

WBS Element To

Funds Center To

Fund To

Commitment Item To

Functional Area

Generate Report

Enter your business area, version 1A, and the fiscal year. Optional fields are the funds center and fund. After the desired selections have been made, click Generate Report.



**Report Viewer [FCWK - Funds Center Worksheet]**

MainReport

**ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM**  
**Funds Center Worksheet**

Fiscal Year: 2007  
 Business Area Title: DEPT OF ECONOMIC DEVELOPMENT  
 Business Area: 0790  
 Funds Center Title: Bus Dev-Obj 1-Treas  
 Funds Center Code: 00KH  
 Fund Title: AED-Oprs  
 Fund: HOA0100  
 Version: 1A

Authorization	Commitment Item	Authorized	Blocked	1st Quarter	2nd Quarter
Bus Dev-Obj 1-Treasury	Operating Expenses 5020002	18,159.00	0.00	18,159.00	0.00
	Travel-Conferences 5050009	2,122.00	0.00	2,122.00	0.00
	Grants/Aid 5100004	121,005.00	0.00	121,005.00	0.00
	<b>Total</b>	<b>141,286.00</b>	<b>0.00</b>	<b>141,286.00</b>	<b>0.00</b>

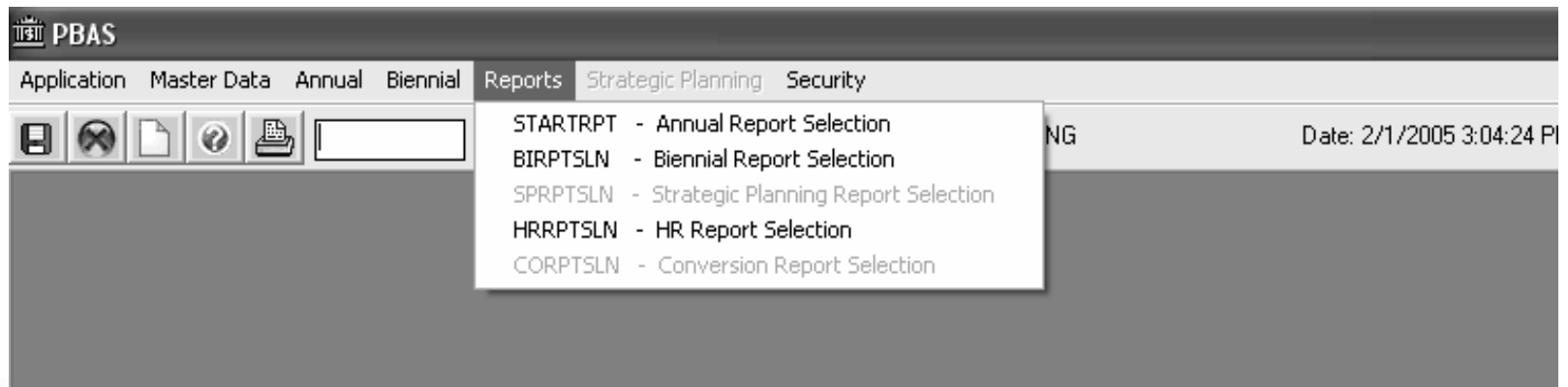
Zoom Factor: 100%

The report is displayed.

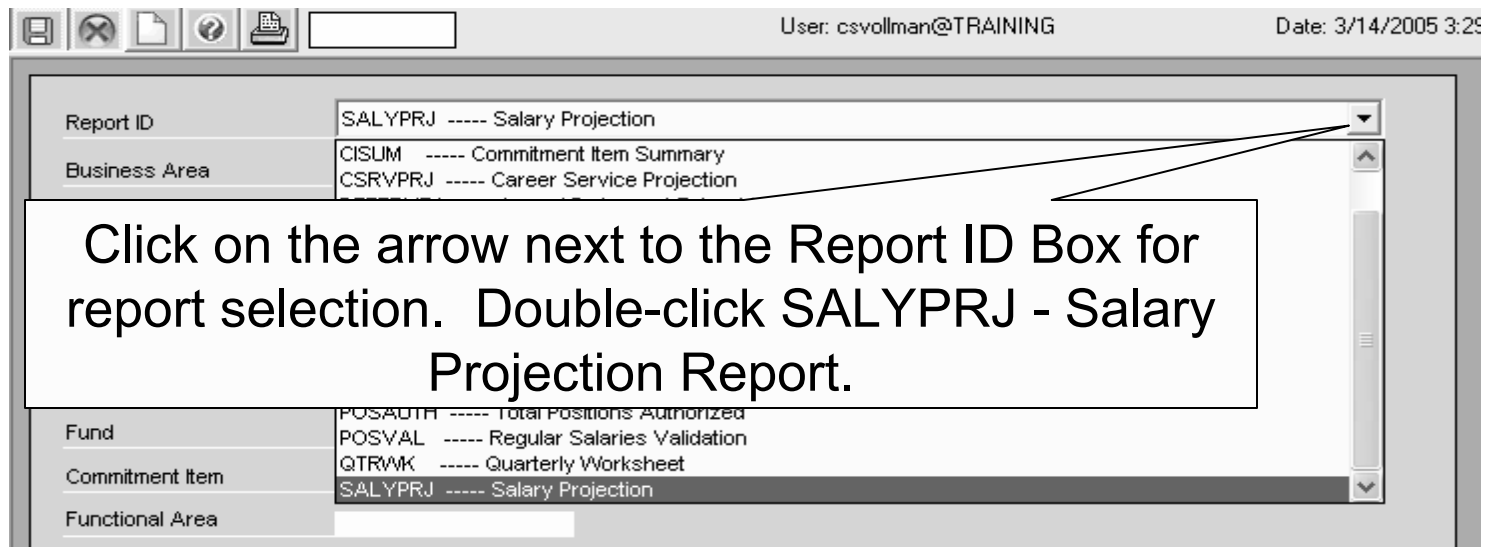
# Salary Projection Report

The Salary Projection Report is a detailed report for positions and salaries. Each position is listed along with the class code, grade, employee name, current and projected salary, and cost center or WBS element assigned to the position.

The annual projected salary will initially be listed in July prior to distribution.



Click on Reports and select STARTRPT to view reports for the Annual Operations Plan.



**PBAS - [Report Selection]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 3/22/2004 10:40:30 AM

Report ID: SALYPRJ - Salary Projection

Business Area: 0790

Version: 1a

Fiscal Year: 2007

Cost Center: To

WBS Element: To

Funds Center: To

Fund: To

Commitment Item: To

Functional Area:

Generate Report

Enter your business area, version 1A, and the fiscal year. Optional fields are the cost center or WBS element, funds center and fund. After the desired selections have been made, click Generate Report.

**Report Viewer [SALYPRJ - Salary Projection]**

MainReport

**ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM**  
Annual Salary Projection

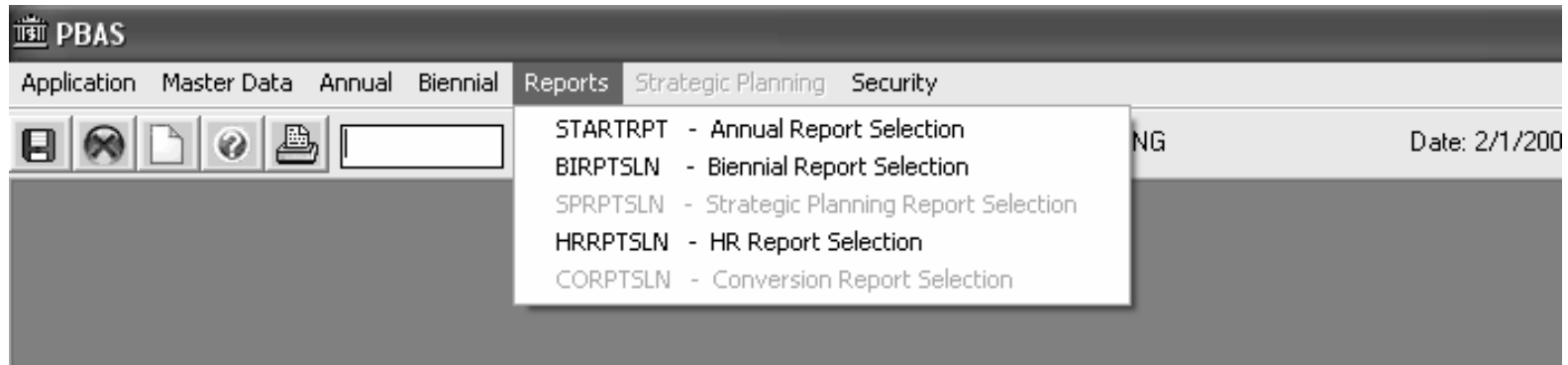
Fiscal Year: 2007  
Business Area Title: DEPT OF ECONOMIC DEVELOPMENT  
Business Area Code: 0790  
Version: 1A

Funds Center	Cost Center	WBS Element	Position	Used Class	Org Flag	Auth Class	Auth PayGrade	Employee	No Of Pos.	Current HryRate	New HryRate	Jul	Aug	Sep	Oct	Nov	Dec	Jan
0100- Comm Dev-CH 1	422600		22109437	T006	N	T006	20		1.00	0.0000	12.9707	26,979	0	0	0	0	0	0
								Sub Total	1.00			26,979	0	0	0	0	0	0
	422601		22109439	A053	Y	A053	16		1.00	0.0000	8.3409	17,349	0	0	0	0	0	0
			22109440	T003	Y	T003	18	Jordan Michal	1.00	11.1043	6.2500	13,000	0	0	0	0	0	0
			22109441	T003	N	T003	18		1.00	0.0000	12.0192	25,000	0	0	0	0	0	0
			22109442	R298	N	R298	21	Jordan Michal	1.00	18.6043	19.0880	39,703	0	0	0	0	0	0
								Sub Total	4.00			95,052	0	0	0	0	0	0
	422610		22109443	R170	N	R170	25	Jordan Michal	1.00	22.8183	23.4115	48,696	0	0	0	0	0	0
			22109444	R012	N	R012	26	Jordan Michal	1.00	34.1365	35.0240	72,850	0	0	0	0	0	0
			22109445	A108	Y	A008	21	Jordan Michal	1.00	22.2721	22.8510	47,530	0	0	0	0	0	0
			22109446	D12	N	A008	21		1.00	0.0000	13.8284	28,763	0	0	0	0	0	0
			22109447	R038	N	R038	26	Jordan Michal	1.00	23.9692	24.5928	51,153	0	0	0	0	0	0
			22109448	R266	N	A008	21	Jordan Michal	1.00	22.1332	22.7087	47,234	0	0	0	0	0	0
			22109449	R190	N	R190	17	Jordan Michal	1.00	15.5288	15.9322	33,139	0	0	0	0	0	0

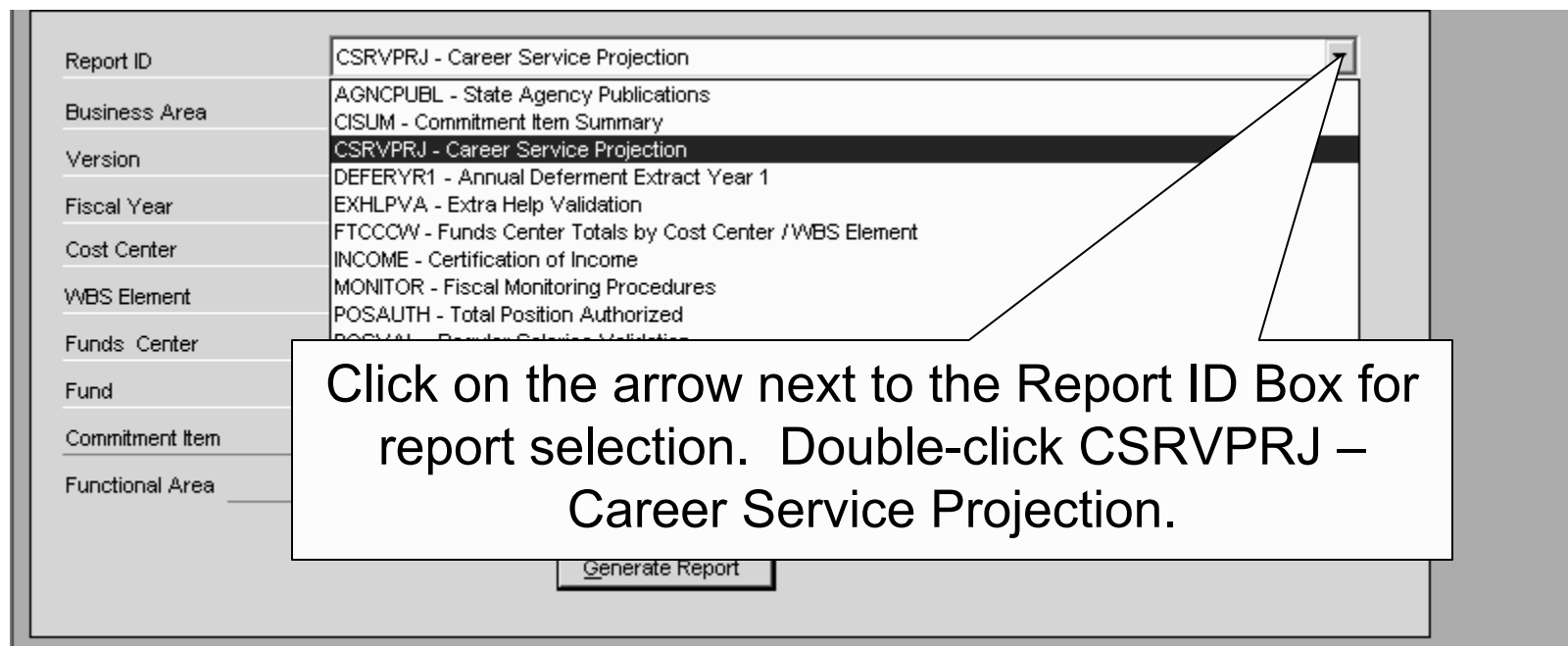
The report is displayed. An employee in the drop will have an asterisk before their name. Retirement is not calculated on these positions.

# Career Service Projection

The Career Service Projection lists the amount and month of the career service payment for each qualifying position by funds center. The name of the employee and the cost center in which the position is budgeted will also be listed.



Click on Reports and select STARTRPT.



**PBAS - [Report Selection]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 4/5/2004 11:14:11 AM

Report ID: CSR\VRPJ - Career Service Projection

Business Area: 0420

Version: 2007

Fiscal Year: 2005

Cost Center: To

WBS Element: To

Funds Center: To

Fund: To

Commitment Item: To

Functional Area:

Generate Report

Enter your business area, version 1A, and the fiscal year. Optional fields are the cost center or WBS Element, funds center and fund. After the desired selections have been made, click Generate Report.



**Report Viewer [CSRVRPJ - Career Service Projection]**

MainReport

### ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SY

#### Career Service Projection

Fiscal Year 2007  
 Business Area Code 0420  
 Business Area Title AR GEOLOGICAL COMM  
 Funds Center 873  
 Funds Center Title Museum-Treas Pay

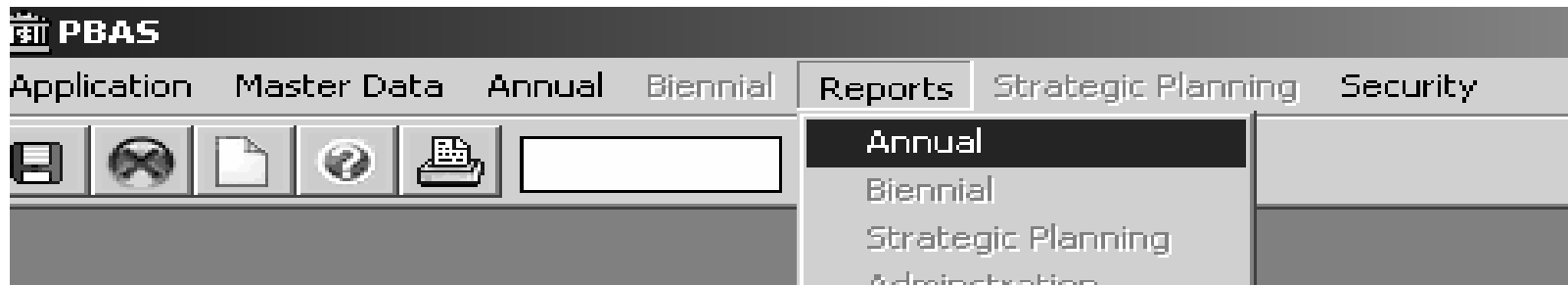
Cost Center	WBS Element	Position	Employee	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
324361		22108359 K153	701 Michal Jordan	0	0	0	0	0	0	300	0
			<b>Sub Total</b>	0	0	0	0	0	0	300	0
			<b>Total</b>	0	0	0	0	0	0	300	0

Page 1 of 1      Total Pages: 1      Zoom Factor: 100%

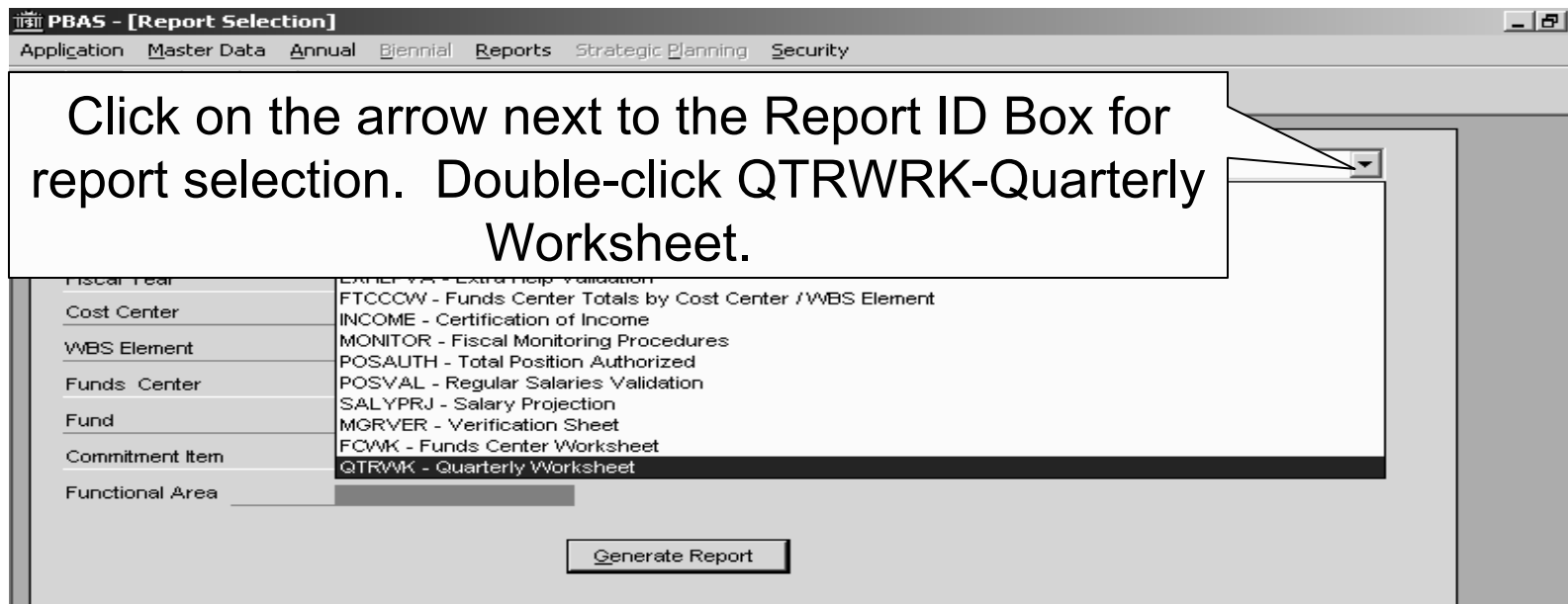
# Quarterly Worksheet Report

This report lists each fund / funds center / commitment item combination and gives the budget for each quarter.

Prior to distribution, all budgeted amounts will be listed in the first quarter.



Click on Reports and select Annual to view reports for the Annual Operations Plan.



**PBAS - [Report Selection]**

Application Master Data Annual Biennial Reports Strategic Planning Security

Report ID: QTRVWK - Quarterly Worksheet

Business Area: 0995

Version: 1A

Fiscal Year: 2007

Cost Center: To

WBS Element: To

Funds Center: To

Fund: To

Commitment Item: To

Functional Area: To

Generate Report

Enter your business area, version 1A, and the fiscal year. Optional fields are the funds center, fund and commitment item. After the desired selections have been made, click Generate Report.

**Report Viewer [QTRWK - Quarterly Worksheet]**

MainReport

### ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYS

#### Annual Quarterly Worksheet

Fiscal Year 2007  
 Business Area Title DEPT OF EMERGENCY MANAGEMENT  
 Business Area Code 0995  
 Funds Center Title State Oprs  
 Funds Center Code 219  
 Commitment Item Title Regular Salaries  
 Commitment Item Code 5010000  
 Version 1A

Fund Center		Commitment Item		Total
219	State Oprs	5010000	Regular Salaries	219,884.00

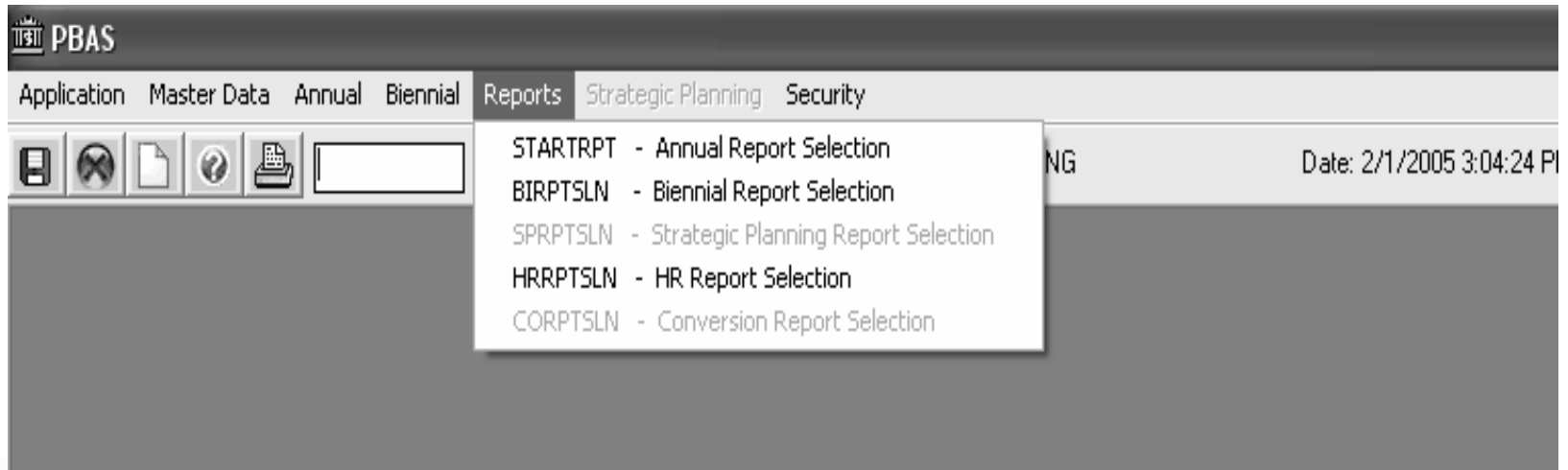
Fund	Fund Title	1st Qtr Allotment	2nd Qtr Allotment	3rd Qtr Allotment
HUA4050	Mobile Emer Cmnd Ctr	219,884.00	0.00	0.00
<b>Grand Total</b>		<b>219,884.00</b>	<b>0.00</b>	<b>0.00</b>

Current Page No.: 1      Total Page No.: 36      Zoom Factor: 100%

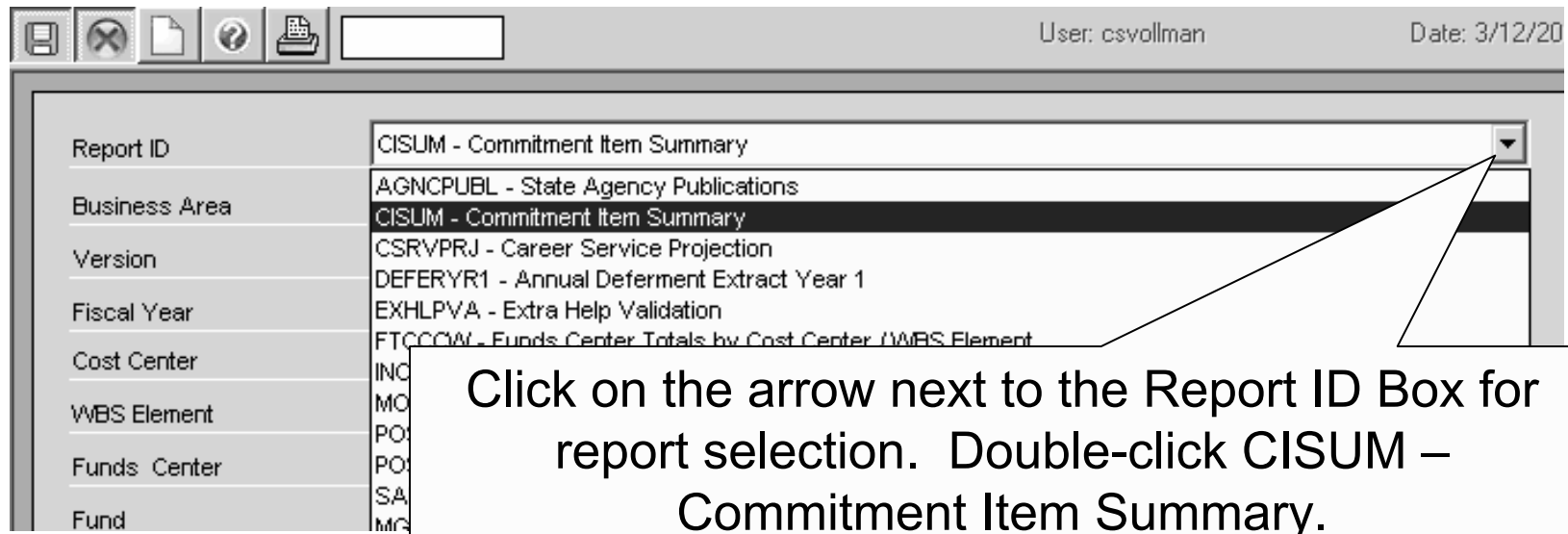
# Commitment Item Summary

The Commitment Item Summary lists the amount budgeted monthly for each commitment item for each fund/funds center combination.

Prior to distribution, all budgeted amounts will be listed in the first month.



Click on Reports and select STARTRPT to view reports for the Annual Operations Plan.



**PBAS - [Report Selection]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman Date: 3/12/2004 3:54:28 PM

Report ID: CISUM - Commitment Item Summary

Business Area: 0420

Version: 1a

Fiscal Year: 2007

Cost Center: To

WBS Element: To

Funds Center: To

Fund: To

Commitment Item: To

Functional Area:

Generate Report

Enter your business area, version 1A, and the fiscal year. Optional fields are the cost center or WBS Element, funds center and fund. After the desired selections have been made, click Generate Report.



**Report Viewer [CISUM - Commitment Item Summary]**

MainReport

**ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM**  
**Annual Commitment Item Summary**

Fiscal Year                      2005  
 Business Area Title            AR GEOLOGICAL COMM  
 Business Area Code            2007  
 Funds Center Title            Museum-Treas Pay  
 Funds Center Code            873  
 Version                         1A

Commitment Item	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
5020002    Operating Expenses (M&O)	19,834	0	0	0	0	0	0	0	0
5050009    Travel-Conference Fees	2,122	0	0	0	0	0	0	0	0
5100004    Grants/Aid	121,005	0	0	0	0	0	0	0	0
<b>Total</b>	<b>142,961</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

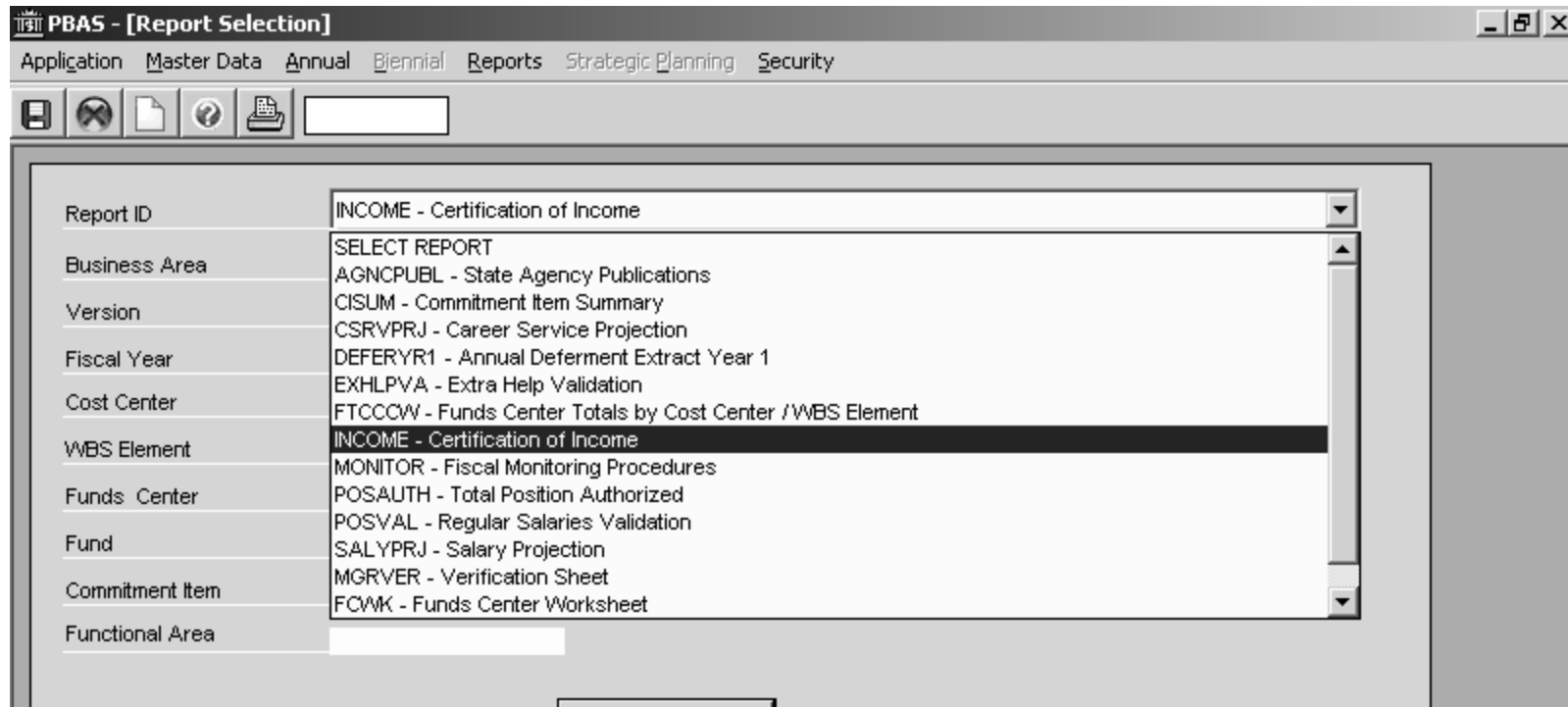
Zoom Factor: 100%

The report is displayed.

# Annual Operations Plan Documents

- Most documents to be included with the agency's Annual Operations Plan can now be done on line through PBAS.
- Documents available online include Income Certification, Fiscal Monitoring, and State Agency Publications.
- The information will be entered into PBAS. The document can be printed by agency staff, signed, and submitted to DFA – Office of Budget.
- Other required documents for the Annual Operations Plan can be obtained on the DFA – Office of Budget website:  
[www.arkansas.gov/dfa/budget](http://www.arkansas.gov/dfa/budget)

# Certification of Income



To view your certification of income report, select reports from the menu and click **INCOME— Certification of Income**.

**PBAS - [Report Selection]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 3/22/2004 11:09:22 AM

Report ID: INCOME - Certification of Income

Business Area: 0590 Division:

Version: 1a

Fiscal Year: 2007

Cost Center: To:

WBS Element: To:

Funds Center: 179 To:

Fund: To:

Commitment Item: To:

Functional Area:

Generate Report

Enter your business area (Division if DHS), version 1A, fiscal year and funds center. After the desired selections have been made, click **Generate Report**.

**Report Viewer [INCOME - Certification of Income]**

MainReport

### CERTIFICATION OF INCOME 2005 FISCAL YEAR

BUSINESS AREA: 0590 DEPT OF WORKFORCE EDUCATION  
FUNDS CENTER TITLE: 179 High-Tech Schlrsip P  
FUND TITLE: EGB Vo Tech Admin-Oprs

We have reviewed and certify that our agency expects to receive the anticipated revenues reflected herein to fund this appropriation. The agency will monitor these funds during the course of the year and if at any time it appears that these funds will not be received or additional funds become available, we will file an amended form and make appropriate budgetary adjustments.

In the following section Please detail by funding source the revenue components your agency expects to receive. If there are multiple sources for any category, please attach a worksheet that details each separate revenue source.

Funding Sources	Description	Estimated Amount
Fund Balance		
Special Revenues		
Federal Revenues	Federal Grant for Technical Education	183,212
Revolving Funds		
Cash Funds		
General Revenue(*)		
Merit Adjustment(**)		
Other		
<b>Total Funding</b>		<b>183,212</b>
<b>Annual Operations Plan</b>		<b>183,212</b>

10-14-07, Over payment. If the public officer or employee is found by the court to be or knowingly received the Public's money or property and if the payment is not, the public officer or employee is liable to the public for the amount of the over payment and shall be liable to the public for the amount of the over payment and shall be liable to the public for the amount of the over payment and shall be liable to the public for the amount of the over payment.

\_\_\_\_\_  
AGENCY FISCAL OFFICER

\_\_\_\_\_  
AGENCY DIRECTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

Page 1 of 1      Total Pages: 1      Zoom Factor: 50%

The certification of income is displayed.

# Fiscal Monitoring Procedures

The screenshot shows the 'PBAS - [Report Selection]' window. The 'Reports' tab is active. A list of reports is displayed, with 'MONITOR - Fiscal Monitoring Procedures' selected. The list includes the following reports:

Report ID	Report Name
MONITOR	Fiscal Monitoring Procedures
AGNCPUBL	State Agency Publications
CISUM	Commitment Item Summary
CSRVPJR	Career Service Projection
DEFERYR1	Annual Deferment Extract Year 1
EXHLPVA	Extra Help Validation
FTCCOW	Funds Center Totals by Cost Center / WBS Element
INCOME	Certification of Income
MONITOR	Fiscal Monitoring Procedures
POSAUTH	Total Position Authorized
POSVAL	Regular Salaries Validation
SALYPRJ	Salary Projection
MGRVER	Verification Sheet
FCWK	Funds Center Worksheet
QTRWK	Quarterly Worksheet

To view your report, select reports from the menu and click MONITOR – Fiscal Monitoring Procedures.

**PBAS - [Report Selection]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 3/22/2004 11:14:44 AM

Report ID: MONITOR - Fiscal Monitoring Procedures

Business Area: 0995 Division:

Version:

Fiscal Year: 2007

Cost Center: To:

WBS Element: To:

Funds Center: To:

Fund: To:

Commitment Item: To:

Functional Area:

Generate Report

Enter your business area (Division if DHS) and fiscal year. After the desired selections have been made, click Generate Report.

The screenshot shows a software window titled "Report Viewer [MONITOR - Fiscal Monitoring Procedures]". The window has a standard toolbar with icons for navigation and printing. Below the toolbar is a tab labeled "MainReport". The main content area displays the following text:

**FISCAL MONITORING PROCEDURES**  
2007 FISCAL YEAR

**Business Area/Code** DEPT OF EMERGENCY MANAGEMENT/0995

In the following sections please describe the procedures that your agency will use to monitor budgeted revenue and expenditures / obligations to insure that appropriate fiscal controls are in place to safeguard against deficit spending.

**Revenue Monitoring Procedures:**

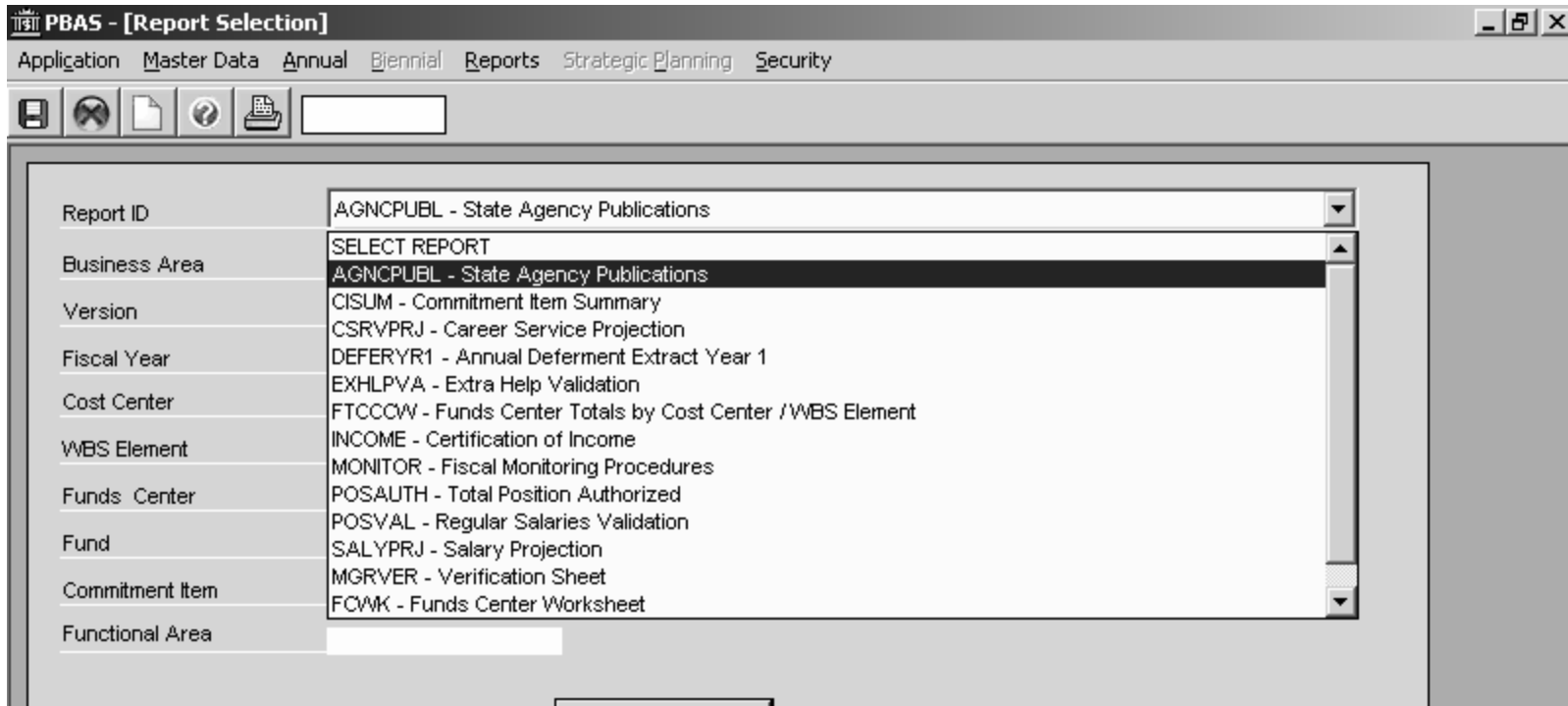
THE CHIEF FISCAL OFFICER WILL MONITOR INCOME PROJECTIONS ON A WEEKLY BASIS...

Below the underlined text, there are ten horizontal lines for additional input.

The report is displayed.



# State Agency Publications



To view your State Agency Publications document, select Reports from the menu. Choose AGNCPUBL—Agency Publications.

The screenshot shows the 'PBAS - [Report Selection]' window. The title bar includes a menu bar with 'Application', 'Master Data', 'Annual', 'Biennial', 'Reports', 'Strategic Planning', and 'Security'. Below the menu bar is a toolbar with icons for file operations and a search box. The main area contains several input fields and a 'Generate Report' button.

Field	Value
Report ID	AGNCPUBL - State Agency Publications
Business Area	0995
Division	
Version	
Fiscal Year	2007
Cost Center	
WBS Element	
Funds Center	
Fund	
Commitment Item	
Functional Area	

Below the input fields is a 'Generate Report' button.

Enter your business area (Division if DHS) and fiscal year. After the desired selections have been made, click Generate Report.

**Report Viewer [AGNCPUBL - State Agency Publications]**

MainReport

**ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM**  
**STATE AGENCY PUBLICATIONS**  
 FiscalYear 2006-2007  
 Required by A.C.A 25-1-204

**AGENCY 0995 DEPT OF EMERGENCY MANAGEMENT**

Name of Publication	Statutory Authorization	Required for		# of Copies Published	Reason(s) for
		Governor	General Assembly		
Arkansas Education Plan	Act 2222 of 2003	No	Yes	5,000	Distributed to c

The report is displayed.

# Personal Services Matching Appropriation

The Personal Services Matching Appropriation Request can now be printed from the PBAS system to send in with the completed budget.

Office of Budget will enter, adjust, and validate the information in the system. Agencies will be able to print out the request form.

**PBAS - [Report Selection]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: cacalhoun@UAT Date: 4/15/2006

Report ID	Business Area	Version	Fiscal Year	Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Functional Area
----	----	----	----	----	----	----	----	----	----
----	----	----	----	----	----	----	----	----	----
AGPUBL	----	----	----	----	----	----	----	----	----
CISUM	----	----	----	----	----	----	----	----	----
CSRVPRJ	----	----	----	----	----	----	----	----	----
DEFERYR1	----	----	----	----	----	----	----	----	----
EXHLPVAL	----	----	----	----	----	----	----	----	----
FCWK	----	----	----	----	----	----	----	----	----
FTCCCW	----	----	----	----	----	----	----	----	----
INCOME	----	----	----	----	----	----	----	----	----
MGRVER	----	----	----	----	----	----	----	----	----
MONITOR	----	----	----	----	----	----	----	----	----
OPMREQVA	----	----	----	----	----	----	----	----	----
PAYPLAN	----	----	----	----	----	----	----	----	----
POSAUTH	----	----	----	----	----	----	----	----	----

Generate Report

To view your Request for Personal Services / Matching document, select Reports from the menu. Choose PAYPLAN—Personal Services Matching Appropriation.

Report Viewer [PAYPLAN ----- Personal Services Matching Appropriation]

MainReport

**REQUEST FOR SALARY and /or  
PERSONAL SERVICES MATCHING APPROPRIATION  
Fiscal Year 2005 - 2006**

Agency	HEALTH SERVICES PERMIT AGENCY - 0665		
Fund	Funds Center	Commitment Item	Additional Appropriation
HUA 6501	844	5010000	10

The request for salary / personal services matching appropriation is displayed.